



1 - Work Zone Policy Statement

The Wisconsin Department of Transportation (WisDOT) is committed to promoting safety for the traveling public and workers, minimizing congestion and adverse traffic impacts, and providing for improved public satisfaction during construction, maintenance, utility, and all other activities performed on or near the WisDOT highway network. Compliance with this policy will reduce work zone crashes, travel time, and provide benefits to all stakeholders. All regional offices and statewide bureaus are responsible for implementing the portions of this policy affecting their operations.

1.1 - Goals and objectives

The goals and objectives of this policy are to:

- Reduce crashes in work zones
- Provide a conducive environment for safety and mobility for workers and the traveling public
- Minimize work zone related delays not to exceed 15 minutes above normal recurring traffic delays between major city nodes and within each major city
- Provide traveler information to minimize delays and improve mobility, efficiency and safety
- Clearly define stakeholder responsibilities
- Develop work zone training for WisDOT staff
- Evaluate and continuously improve work zone safety and mobility performance.

1.2 - Applicability

This policy is applicable to all work, including contracts for highway construction, railroad crossings, maintenance, and utility projects on state trunk highways, and Federal and State funded local roads improvement projects. These activities must have a Transportation Management Plan (TMP).

WisDOT will submit all TMPs to the Federal Highway Administration (FHWA) for their concurrence on all projects subject to federal oversight, both on and off the National Highway System (NHS) per the WisDOT/FHWA Federal-Aid Oversight Agreement. WisDOT must approve projects not subject to Federal Oversight, both on and off the NHS.

It is WisDOT's policy to consider work zone impacts in all phases of project development and construction. Incorporate specific mitigation strategies in the TMP during the project development process to address the characteristics of a particular project and its associated work zone impacts. Work zone data and annual project reviews will be used to evaluate work zone processes and procedures. The changes made to the TMP during construction will facilitate improvements at the project level and system-wide. Personnel involved in project development and construction should receive appropriate training periodically.

This policy supplements existing department wide policies, standards, guidelines, processes, and practices as detailed in the FDM, Standard Specification, Construction and Materials Manual (CMM), TGM, MUTCD, WisDOT supplement, etc. Refer to [FDM 11-50-5](#) for TMP preparation process.

2 - Responsibilities

2.1 - Bureau of Highway Operations (BHO) and Bureau of Project Development (BPD) Directors and Regional Directors

- Advocate for compliance with TMP guidelines and lane closure policies, and approve corridor and project variances to established guidelines.
- Maintain awareness of the cumulative impacts of multiple projects along a corridor.
- Advocate for funding support for mitigation strategies included in TMPs.

2.2 - Bureau of Highway Operations (BHO)

Under the leadership of BHO, the Traffic Engineering Section is responsible for (in collaboration with other bureaus and regional offices) developing, setting, communicating, and updating work zone policies, procedures,

and guidelines. These responsibilities include but are not limited to:

- Review of work zone TMPs, especially TMP type 3 and 4,
- Develop and maintain work zone traffic control standards and guidelines,
- Develop work zone traffic control specifications and standardized special provisions (STSP) in coordination with the Bureau of Project Development (BPD) and regional WisDOT offices,
- Review continually the effectiveness of work zones, improve and update work zone processes, procedures and policies to ensure quality and statewide consistency,
- Review and comment on work zone traffic control and mobility exceptions for TMP type 3 & 4,
- Develop work zone training program in cooperation with UW-Traffic Operations and Safety Laboratory (TOPS Lab) and UW- Transportation Information Center (TIC). The training program will provide appropriate levels of detail for supervisors, project managers, project leaders, inspectors, flaggers and workers.

2.3 - Bureau of Project Development (BPD)

- Review Design Study Reports (DSR) for work zone TMP and identified TMP type,
- Coordinate with BHO and Region for review of TMP types 3 & 4, and for exceptions to TMP and lane closure guidelines.
- Forward TMPs for Federal Oversight projects to FHWA division office for approval,
- Participate with BHO in reviewing work zone effectiveness and updating work zone processes and policies.

2.4 - Regional WisDOT Offices

The project manager in collaboration with traffic operations at the Region is responsible for developing and implementing TMP. The TMP is developed according to TMP guidance, the Facilities Development Manual (FDM), Traffic Guidelines Manual (TGM), Manual on Uniform Traffic Control Devices (MUTCD), and other supplemental policies, directives, and applicable project specific contract documents including handbooks and special Traffic Control Plans (TCP).

2.4.1 - Project Development Chief

- Support the consideration of work zone impacts and development of TMPs early in the project development process for all projects.
- Support coordination of TMPs along corridors and between adjacent regions and neighboring states.
- Support resource availability for TMP development, mitigation strategy measures and activities.
- Inform Regional Director of all projects with significant traffic impacts.

2.4.2 - Operations Chief

- Maintain awareness of corridor and project variances that exceed the allowable limits.
- Maintain awareness of project-specific exceptions to work zone mobility policy.
- Advocate for resource availability for TMP development and strategies measures and activities.

2.4.3 - Regional Planners

- Identify TMP type during scoping process in collaboration with PDS and Traffic Unit.
- Identify potential strategies in scoping document.
- Identify funding needs and issues associated with the TMP.
- Coordinate scheduling of projects to minimize repetitive construction projects or activities along a segment of roadway and to minimize conflicting projects on parallel/alternate routes.

2.4.4 - Regional Traffic Engineers

- Provide input into type of TMP during scoping process.
- Provide input during TMP development, implementation and conflict resolution.
- Provide input for all traffic impact assessment and mitigation decisions during project initiation, scoping, design, construction and evaluation.
- Provide input on project reviews, approval, and modification of all TMP strategies.
- Verify that traffic control measures are in conformance with MUTCD, WisDOT Standard Detail Drawings (SDD), Traffic Guidelines Manual, WisDOT Standard and Supplemental specifications.
- Verify that traffic delays are minimized and do not exceed allowable limits. If exceeded consult with

TMP team and / or project staff about possible modifications to the TMP.

- Review implementation plan with the project leader before construction.
- Verify with project staff that the contractor is complying with TMP as it relates to the handling of traffic.
- Review changes made by the contractor or project leader during construction.
- Review traffic control measures as needed to address field conditions pertaining to traffic flow, visibility and safety.

2.4.5 - Project Manager/Squad Leader

Project managers and staff will ensure appropriate action is taken to reduce work zone impacts to workers and the traveling public. Responsibilities include:

- Ensure project activities conform to the TMP,
- Designate a trained person at the project level, whose responsibilities include oversight of TMP implementation,
- Determine resource needs associated with the TMP development and implementation,
- Ensure traffic control measures are in conformance with MUTCD, WisDOT Standard Detail Drawings (SDD), WisDOT Standard and Supplemental Specifications and project-specific plans,
- Ensure contingency plans are implemented if necessary,
- Facilitate project reviews, approval, and modification of all TMP strategies,
- Ensure traffic delays are minimized and do not exceed allowable limits. If exceeded consult with TMP team or Regional Work Zone Engineer about possible modifications to the TMP,
- Verify contractor complies with the TMP as related to their performance of work,
- Review changes made by the contractor or project leader during construction,
- Notify Regional Communication Managers of significant project traffic impacts due to incidents.

2.4.6 - Project Designer/ Leader

- Confirm scoping TMP type based on project needs and constraints,
- Develop content of TMP components, address mitigation and contingency plans based on needs of the project,
- Develop traffic control measures in conformance with MUTCD, WisDOT Standard Detail Drawings (SDD), Traffic Guidelines Manual, WisDOT's Standard and Supplemental Specifications,
- Minimize traffic delays during plan development, and ensure allowable limits are not exceeded. If exceeded consult with TMP team, Project Manager/Squad Leader or Regional Traffic Engineer/ Work Zone Engineer about possible modifications to the TMP,
- Notify Project Manager and Regional Work Zone Engineer of traffic impacts during TMP and TCP development,
- Develop contract requirements to ensure contractor complies with the TMP as related to their performance of work,
- Analyze changes requested or made by the contractor during construction,
- Work to ensure necessary TMP measures are planned and implemented by the contractor,
- Coordinate with nearby projects to minimize conflicting construction activities as needed,
- Coordinate with Regional Traffic Engineer/Work Zone Traffic Engineer to evaluate the TMP, highlight problem areas, successes and changes to the original TMP. A formal TMP follow-up evaluation report is not required on TMP type 1 & 2 projects but highly recommended on all TMP type 3 and required for all type 4 projects.

2.5 - Other Stakeholders

It is advisable to have clear communication channels among all staff in the region to facilitate implementation of the Public Information and Outreach Plan (PIOP) and the Incident Management Plan (IMP).

- Regional permit personnel,
- Regional Maintenance personnel,
- Regional Utilities personnel,
- Regional Communications Manager,
- FHWA,

- Law enforcement
- Counties and local officials
- Industry

2.6 - Contractor – Responsibilities

It is the contractor's responsibility to:

- Designate a trained person, whose primary responsibility is to ensure the appropriate elements of the TMP are implemented as stated in the contract,
- Ensure contractor personnel are trained in traffic control to a level commensurate with their responsibilities,
- Work with the project leader to ensure lane closures and / or disruptions to the traveling public are minimized according to the contract
- Perform quality control of work zones to promote consistency and ensure compliance with contract documents and guidelines,
- Recommend traffic control improvements to the project leader to address field conditions pertaining to visibility, traffic flow, worker and motorist safety.

2.7 - Law enforcement

Responsibilities for law enforcement include:

- Providing active and passive enforcement of traffic laws according to work zone law enforcement mitigation contracts, to promote safety and mobility in work zones,
- Identifying unsafe traffic conditions,
- Taking appropriate measures (in coordination with the project leader) to clear work zone incidents quickly,
- Understanding of work zone traffic control and operation and additional TMP components
- Documenting work zone incidents for future assessment of work zone impacts and process improvements.